

# *annual report*

*twenty seventeen*



*opportunities*

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*support*

community  
belonging  
involvement





# Living a successful life

by Helen Mathews



John had completed Year 12 at Ashwood School and at the beginning of 2013 was looking for 'what next'. Being an intelligent and articulate person, John was keen to continue with his learning and after some research with his family, decided Alkira's Momentum Program offered what he was looking for. With a particular emphasis on Academics, John and his family felt Momentum stood out as something different and John enrolled for the 2013 year. He applied himself to his learning taking in subjects like Numeracy & Literacy, Creating Independence, Health & Wellbeing, Consumer Awareness, Independent Living and Vocational Education. John excelled, as extending himself and tackling new challenges is something that he loves to do.

When John graduated from Momentum, he chose to continue with its extension program and participated in Alkira's Pathways Course. Still with a strong emphasis on Academics which he was loving, Pathways also encouraged more independence within the community and supported and encouraged John to take up work experience and volunteering positions. John gained a very successful work experience placement at Woolworths in Box Hill where he worked in the Butcher's Department packing and wrapping meat for sale. John thrived in this workplace environment enjoying the teamwork and camaraderie of his work companions. A highlight for John while at Woolworths was his work colleague teaching

him to welcome customers in Cantonese. When he did greet a customer with 'néih hóu' John was met with a return 'néih hóu' and this delighted him! Also whilst with Pathways, John completed a second work experience placement at Carrington Health working alongside their Administration Team, in the main undertaking some filing work as well as other administrative tasks.

John has graduated from Alkira's Momentum and Pathways Programs and has entered the Networks Program. He currently holds a volunteering position at a local Primary School in the Library on a Monday morning. Scanning, sorting and returning books to shelves are tasks John takes on with meticulous precision. He is embracing his interactions with students, in particular supporting their borrowings from the library, and in actuality John is providing a real learning experience for students and staff around acceptance of people's differences. John is rightly proud of his work at the school and also of his gained independence – making his own way to and from work on public transport.

John is currently electing to continue his learning, growth and development by undertaking his Certificate 1 in Transition Education with the support of Alkira staff. Since joining Alkira he has also completed his Certificate II in Health Support Services focussing on Hospitality, as well as a few units of Certificate II in Information Technology.



# welcoming respectful


With the variety experienced throughout John's week, his increased independence and his successful transition into workplace positions, John's confidence has grown enormously since 2013, and earlier this year John happily assumed the role of Alkira Ambassador. Alkira had sponsored awards for two graduates of Certificate IV in Disability from Box Hill Institute, which were being presented at their Graduation in March. John, with assistance from Acting

Chief Executive Officer, Diane Fitzmaurice, competently made both presentations. This was done on stage in front of the large audience of Box Hill Institute's graduates, family and friends.

Learning, working, being independent and happy – isn't this what most of us spend our lives pursuing? Alkira has provided some of the avenues for John to do the same, but it has been John through his hard work and determination that has seen him meet his challenges head on and

grasp opportunity with both hands – opportunity to learn, work, be independent and happy!

In John's words:  
*'My time at Alkira makes me feel confident to help people and meet new people. I feel excellent in what I've achieved. It makes me feel happy and always wanting to learn new stuff!'*

Although still a young man, John is truly living a successful life! 



# Challenges of the future

*Board Report*  
*by Peter Harrison,*  
*Board Chair*



**O**n behalf of Alkira's Board of Directors I am pleased to present our report on the past year.

The role of the Board is to provide governance oversight of the organisation and to ensure that all involved at Alkira remain focussed and committed to our Mission: *'Alkira strives to meet the needs and wishes of people with intellectual disabilities through care and support to enrich and challenge them to be part of the world community'*. This is one of the key planks of our 2016-2019 Strategic Plan which was launched at the 2016 Annual General Meeting.

I am pleased to report that we are making some good progress in the implementation of our Strategic Plan.

Our key focus for the past year has been on Strategic Objective 2 - *'Successfully Transition to NDIS'*. Early in the year we identified the need to have a key member of the management team focus on this objective whilst maintaining 'business as usual' until we are fully operational under the National Disability Insurance Scheme (NDIS) model. Diane Fitzmaurice was appointed as the NDIS Transition Manager, and has done significant work in understanding and planning how all Alkira participants and their families (and carers) will transition commencing in the latter part of the 2017 year. This has involved understanding how the needs of participants might change as the new service model unfolds, and how Alkira needs to change staffing and delivery to meet this. The work has involved a significant effort to communicate and help families understand the process and the planning that needs to be undertaken ahead of

# effort results success

Alkira's transition. This of course has been in conjunction with the development of a financial understanding of how the NDIS will impact us. It is important to know that the NDIS business model from a financial standpoint involves funding 'after the services have been provided' compared to 'in advance' funding under the current system.

As part of reviewing the NDIS impact on Alkira, the Board of Directors and Management undertook to conduct one last review of the Springfield Project and whether it would meet the needs of Alkira in the NDIS world. This review raised some concerns that were communicated last year, and as a consequence the Board resolved to pause the project for the time being. Following this important decision, the Board then undertook to conduct a full Buildings Master Plan of our facility needs for the future so we can ensure we have the best facilities in the longer term. Oversight of this key project sits with a new Board Sub Committee – 'Planning and Property'. It is pleasing to note that the Chair of this Committee is Board Member, Warrick Mitchell who has extensive and impeccable experience in property matters.

I would like to thank everyone who contributed financially to the Springfield Project Capital Campaign, all of whom elected to allow Alkira to hold their donations following the pausing of the project. I also wish to thank our Campaign Chair, Mrs Nancye Cain, for her help and support.

Last year saw significant change in the leadership at Alkira with Glenn Hodgkin in the role of Chief Executive Officer for a brief period and Diane Fitzmaurice then filling the role of Acting

Chief Executive Officer until Lisa Sawatzky was appointed to the position in March. In the short time Lisa has been in the role, she has made an outstanding impact on Alkira and our community. In particular, Lisa has a real determination to place Alkira as a leading service provider in the sector. She has a caring nature and understands the importance of how this needs to be uppermost in all we do.

I would like to thank the Board Selection Committee of Christopher Miller, Dianne Bassett, Graeme Fallet and Ron Walker for their time as we undertook the CEO recruitment and selection process.

Alkira remains in a strong financial position to transition to the NDIS. The results for the year are pleasing *but* we should remember that after adjusting for 'abnormal' revenue items of Investment Income, Donations and Bequests, as well as extraordinary costs relating to the NDIS transition, the underlying operating performance for the year was a small surplus. The Board, through the auspices of the Risk and Finance Committee is watching our costs and cash flow closely as we make the transition to NDIS. Our Treasurer, Graeme Fallet has reported more fully on the results for the year and I commend you to read his report.


As you read through this Report and the Chief Executive Officer's Report I feel you will more fully understand the changes that have happened at Alkira over the year. You may also appreciate the scale of the changes yet to come.

As with any period of significant change, we have faced a number of challenges. However, even though we are undergoing this change, I want to remind our community that the core values which have been part of Alkira's DNA for many years remain. These values are:

- *Challenge:* To be comfortable with discomfort, to think, to question, to adapt.
- *Care:* For people and the organisation; about personal and organisational growth and development.
- *Inclusiveness and Collaboration:* Inclusive, meaningful and engaging partnerships with people both within Alkira and the wider community.
- *Enrichment and Celebration:* Opportunities for learning, developing and growing, then recognising and celebrating achievements.

On a personal note, I want to thank all on the Board of Directors and those who have been co-opted to the Alkira cause on various Board Committees, for your help and support. I also want to acknowledge the enormous contribution of our Management Team and Staff led by Lisa. Special thanks also to the many Volunteers, Donors and Supporters for making 2016-2017 the success it was.

I, along with the Board, am excited by the challenges of the future and remain confident that we will meet them with a strong determination to succeed in the best interests of all.

I commend this Annual Report to you and hope you enjoy reading Alkira's story for the 2016-2017 year. 



# Embracing a time of change





# celebration

## CEO Report

by Lisa Sawatzky,  
Chief Executive Officer

As the implementation of the NDIS for Alkira draws near, there is a great deal of anticipation and excitement, along with a level of apprehension as the new environment brings with it enormous change within the sector. The new model promises participants and families new opportunities that will include funding for therapy support, better access to fund respite and holidays and a more individualised approach to funding. From November, as people transition onto their NDIS plans, they will be able to request more flexible supports, tailored to their personal needs. A focus of the NDIS is providing greater opportunities for people to access mainstream activities within the community. Those people who live in shared accommodation will benefit from additional support for things like recreational activities, maintaining contact with families or to attend appointments. There will be the opportunity for people to explore innovative options for residential support which may include two or three people choosing to live together and sharing their NDIS support costs. It will no longer be that the only residential option available to people with a disability is: four or five in a house, without a choice of who to live with! These changes will transform the sector and peoples' lives!

We have already seen significant change within our organisation over the last 12 months. This new funding system will continue us on this journey, and will markedly

change the way in which Alkira provides services and supports to participants. It is likely that our day services in particular, will undergo transformational change, as funding will allow for smaller group sizes and individual support to participate in activities of choice. The focus of the new system is all about giving people choice and control in the provision of supports that are considered by the NDIS as reasonable and necessary. As a consequence, Alkira can no longer readily and accurately predict the amount of funding that participants will choose to spend with us in the purchasing of their supports. This presents us with a range of challenges in both our financial and service planning for the future.

The implications of the NDIS rollout for Alkira was a major consideration when Alkira's Board of Directors made the decision to halt the development of a new service building on the corner of Springfield and Springvale Roads (Springfield Project). As an organisation, we will need to consider carefully any future capital investments as the margins provided under the NDIS are so lean, coupled with funding income streams being less predictable than in the past.

Glenn Hodgkin took over as Chief Executive Officer from Ray Cranwell after 21 years of outstanding service upon Ray's retirement. During his time at Alkira, Glenn commenced work on implementing Alkira's Strategic Plan, appointed a NDIS Transition Manager, and began analysing the impacts the NDIS funding

model will have on our services. I wish to thank and acknowledge Glenn for his contribution during the last six months of 2016. From December until March, Diane Fitzmaurice stepped into the role of Acting Chief Executive Officer while the recruitment process for a permanent replacement was underway. Diane's contribution was simply outstanding as she continued with the implementation of the Strategic Plan, followed through with the Board's change in direction regarding the Springfield Project, and began driving the changes needed for Alkira to begin operating under the NDIS. I would like to thank Diane for her enthusiasm and commitment to the role during this period.

The beginning of 2017 saw Alkira's Momentum Pathways Program relocate from Carrington Road to the Box Hill Institute's Nelson Road Campus. This move was the realisation of the original vision for this Program when it was developed almost 9 years ago. We are delighted that this partnership affords Alkira's participants the opportunity to have supported access to mainstream tertiary education and the facilities available to them at TAFE.

During the year, we have focussed heavily on our business systems and processes as we strive to become more efficient. We are now using Carelink+ to capture participant data and to roster and bill for NDIS services. We have also now migrated our finance system to NAV (Navision – business management

system). These investments and changes will improve efficiency and support the complex billing arrangements required by the NDIS.


We have also been working with participants, families, and staff to understand the new arrangements and how to best prepare for an NDIS planning meeting. There has been significant learning's occurring within our organisation as the system rolls out across the sector. The change is enormous, and organisations like Alkira will be stretched to maintain our business as usual whilst preparing for an entirely new 'NDIS world'. We will need to manage our

existing arrangement with DHHS whilst engaging in new business, with different business rules under the NDIS. During this time, we will need to meet the accountability requirements of the different bodies and adjust to leaner funding for services.

Alkira is very fortunate to have a team of amazing staff who are embracing the opportunities presented by these major changes and are currently driving innovation and exploring new possibilities with participants and their families. Discussion is occurring around extended hours of support, holiday experiences for individuals and innovative options for residential support

with smaller groups of 2 or 3 people. Participants and families are starting to imagine the kinds of support that may be available to them under the NDIS.

Much work is ahead for Alkira to position ourselves to be able to respond to the changing requests for service that will come our way. It will be quite a journey and will require flexibility and creative thinking in order to move from the old to the new. However, unwavering is our commitment to participants and families as we remain firmly focussed on providing quality supports and achieving great outcomes.

As an organisation, we are embracing this time of change! 

*education*

*participation*







*independence  
confidence*



# Challenges of the future

*Client Committee Report  
by Monique Rogers,  
Client Committee Facilitator*

Roles of the members of the Day Services Client Committee include staff interview panel, visitor tour guides, self-advocating and advocating on the behalf of peers and direct involvement on changes and improvements made to Alkira.

This year the Client Committee has been busy and productive during their weekly meetings held at Connections - Thurston. As a group, they have been working to familiarise themselves with the exciting changes the NDIS will bring, as well as making recommendations about service improvements and potential future resources. Committee Members have had an amazing time representing the client body at meetings and preparing for the changes that are coming in the near future.

In the broader community, the Committee has had input through their involvement with the Eastern Region Client Network (ERCN) and Victorian Advocacy League for Individuals with Disability (VALID), including a delegation of eight Alkira representatives attending VALID's Having a Say Conference (HASC) 2017.

Wow – is the best word to describe the 2017 HASC. It was a four day adventure in the heart of Geelong at Deakin University's Waterfront Campus for Jovana Blagojevic, Justin Chong, Jessica Ebert, Sarah Laycock, Bernadette Mahoney, Michael Moran, Francis Petty and Ruth Walker who represented Alkira with support from Alison Jones and Monique Rogers. The days were full from morning to night with learning, networking, laughing, singing and there was definitely dancing.

Each year HASC employs a different theme for the Conference

with this year's being 'Lead your life!' – and lead they did! With a spectacular opening ceremony comprising a traditional 'Welcome to Country', a performance by Josh Moorfoot – 2016's winner of the famous 'Red Faces' spectacular, and a presentation from Robert Martin, Asia Pacific representative to the United Nations Committee on Convention Rights of People with Disability, it was a stunning start to a fantastic few days!

With the Conference underway, we jumped right into the 'Come and Try' sessions such as Badge Making, Flash Mob, Karaoke, Public Speaking and Zumba. The group also took part in a series of forums and workshops like 'Speaking up About Your Dreams and Aspirations', 'Having a Respectful & Safe Relationship' and 'Leading Life a Different Way'.

There was a great deal to take away from all of the sessions we participated in and the group brought back plenty of information and experiences to share with colleagues and peers. A major highlight for all of us was the Dinner and Disco on Thursday night – a much anticipated and popular evening. With the theme of the night being 'Happy Hippies' and getting ourselves dressed up in the best, most psychedelic hippie costumes – how could we not have the most spectacular time?

Client Committee Members have also been busy in their ambassadorial roles throughout the year contributing to the recruitment process for new staff. Some Members form part of the interview panel asking questions of potential employees, while others take tours of Alkira's sites showcasing what Alkira is about.

Other successful outcomes of the 2016/2017 Client Committee have been:


- Willandra Auxiliary Morning Tea (Client Committee hosted a morning tea and tour of

Thurston Street for the Willandra Juniors Auxiliary Members);

- The completion on the Client Committee suggestion box;
- Attending the VALID Eastern Region Meetings on a monthly basis;
- Learning and sharing more about the NDIS and utilising self-advocacy skills.

In a recent round-table discussion of the year-in-review, members of the Committee identified some of the key things they have learnt and enjoyed through their participation to date. They include:

- Attending the monthly VALID meetings for networking and meeting new people, as well as individual skill and knowledge development opportunities;
- Visiting other Alkira Day Service sites such as Market Street & Jolimont Road to discuss issues and meet with staff, peers and friends;
- Learning from guest speakers and training sessions;
- Enhancing skills in:
  - public speaking
  - identifying differences between good & bad communication
  - listening to others
  - respecting each other
  - speaking up for oneself
- Sharing multi-media presentations and DVDs on topics such as:
  - Developing Independent Living Skills
  - Having a Say Conference

As Client Committee Facilitator, from my perspective the members of the 2016/2017 Committee have been an amazing group of people to work with. They have made a range of changes and are constantly working through more ideas. It has been a privilege to assist them on their journey and I am positive that they will have many more successes and adventures to share next year. 





# Business as usual



*Services & Outcomes Report  
by Diane Fitzmaurice  
Manager – NDIS Transition*

In many ways, it has been both a typical and an unusual year. Typical because our team of dedicated staff have remained focused on supporting clients to be engaged in fulfilling activities, enjoying social connections and leading safe and healthy lives. Unusual because we have also been focused on preparing the Organisation as a whole, and supporting the Alkira Community to successfully transition to operate under National Disability Insurance Scheme (NDIS).

## **Business as Usual**

Some of the highlights have included...

After 7 years in development, Momentum Pathways moved to an exciting, new level of service provision with Alkira and Box Hill Institute (BHI) signing a formalised partnership in March. The Box Hill Institute offers better accommodation, more space and an authentic tertiary education experience. The benefits of this are evident in the faces of all as they immerse themselves in campus life and settle into post school life. They have been making new friends with other Box Hill Institute students, creating a practical way of using the living skills learnt in class with the 'Toasty Tuesdays' that are a big hit with Box Hill Institute students and staff. Alkira staff has seen the maturity and growth of students through the practical opportunities for work experience and volunteering as well as independent travel. The collaborative approach between Alkira support staff and Box Hill Institute in delivering the Certificate I in Work Education has ensured students have the extra support and expertise to enable them to understand the material delivered in the classroom.



# challenge

Alkira's Place and Train Service has had an exciting year of achievement, growth and navigation. Our two part-time staff members have ensured students and clients have been offered a huge variety of work experience, voluntary work and employment opportunities. Since the beginning of 2017, 43 requests for placements have been made to Place and Train, and of these, 32 have been fulfilled with a further 5 placements in progress; providing a satisfying outcome for clients and businesses alike.

One of the most exciting observations out of Place and Train this year, is seeing both clients and parents willing to try new and interesting industries in the community. We currently have one person employed at K-mart following a successful job application and interview process; with others assisting in a florist, working at the local cemetery, selling ANZAC merchandise, and working in new hospitality venues such as Muffin Break, Box Hill RSL kitchen and Bakers Delight.

Over the past 8 years, Alkira's Board have resourced the Place and Train Service from our fundraising activities at no additional costs to individuals. Such vision by the Board has given the Service the opportunity to learn, grow and get some 'wins on board' by placing people in the community and the success of Place and Train is thriving. Moving forward, individuals will need to have capacity building funding in their NDIS plans if they wish to access this service.

Alkira's Residential Services team have worked hard enhancing the process of collection and use of information about each person we support in their home. This information is essential to enable

us to provide the best support possible and meet the needs of each individual. It also enables new staff members to have easy access to a wealth of support information so we can maintain the continuity of care as staff come and go from a person's life. It was very heartening to hear our Quality Framework Auditors comment that: *we travel all around Australia and see all different types of organisations in Queensland, New South Wales, Victoria and we have to say the client files and the way you keep your information and the way you store your information, especially in the residential, is one of the best we have ever seen across Australia in the past 5 years.*

## Clients, Carers and NDIS readiness

Preparations for the NDIS began in earnest in December with the appointment of a Manager – NDIS Transition and a lot of work has been dedicated to assisting clients, their parents/carers and the organisation understand and meet the oncoming National Disability Insurance Agency (NDIA) requirements. This remains a work in progress to keep up to date with the ever changing NDIA processes for clients, requirements of service providers and transition arrangements.

Meeting parents whose health, limited family and friend support, computer skills and access to the digital world, or English being their second language, are forming barriers to a successful transition into the NDIS has highlighted the importance and value of Alkira's commitment to assisting clients and families through this transition phase until December 2018.

By providing additional

resources, Alkira has been able to deliver on a number of initiatives to help position clients to get the best outcome possible as they move into this new scheme. These have included:

- Engaging VALID to deliver NDIS training to clients
- Delivering three NDIS Parent/Carer Information Sessions per month since February which have been attended by over 80 people
- Developing new planning tools and an Alkira Client & Carer Information Package for each client to evidence their current supports and a new quote tool that translates their current services into NDIS funding information
- Meeting with over 40 parents to develop their knowledge and understanding of the transition process and what to expect
- Attending NDIS planning meetings to provide support to clients and their parents
- Partnering with VALID to run two 4 week courses free of charge for 24 parents and carers. Topics included NDIS Introduction & the Families' Role, NDIS Planning & the Benefits of a Person Centred Plan, NDIS Funding & Purchasing Process and Building and Consolidating a Plan.

At the time of this report, two people have had their first plan and are now NDIS 'Participants' with very good planning results. Prior to the first person's plan, they had a State Funded Individual Support Package of just over \$35,000 and their NDIS plan is over \$125,000. The plan included Support Co-ordination to assist the person's parents understand the NDIS, implement the plan, access and monitor their funding, negotiate service agreements

with a range of organisations and prepare for their 12 month review.

The second person had a State Funded Individual Support Package of approximately \$52,000 which enabled them to access one of the Alkira Community Supports Service for three days per week with a 1 to 1 support worker. Prior to the plan this person had no other assistance to enable them to socialise or participate in meaningful activities outside of home. This person's NDIS plan is funding approximately \$180,000 worth of much needed supports. They now have the resources to engage individualised support needed to join activities 5 days each week, participate in recreation and social activities on weeknights and weekends, access facility based respite that will help the family sustain their caring role, have exercise physiology, dietary advice, psychology services and support co-ordination.

## Our Services and NDIS readiness

Alkira has invested a tremendous amount of energy and work in supporting staff, volunteers and the organisation in readiness for the NDIS.

This work has included:

- Developing and reporting fortnightly on our NDIS Transition Plan that documents and tracks progress towards a successful transition to the NDIS in the areas of clients and market focus, financial sustainability, people, culture and capabilities, information and knowledge management, safeguarding, quality management and improvement, strategy directions, corporate governance and organisational restructure
- Delivering two NDIS Information Sessions per month since February which have been attended by over 60 staff and volunteers
- Running an information forum to obtain feedback from staff around the things they want to know about, good things they think the NDIS will bring, issues

and concerns and suggestions to address the issues/concerns. Work is underway to respond and provide staff with answers and clear information about the changes and how they will be affected.

- Providing information to staff about client's planning progress, the information required for each client in the lead up to their plan, and the role of staff in providing necessary support documents
- In consultation with staff, developing new service application form, entry process, service agreements, support schedule and service quoting tool
- Developing new systems, policies, operational processes and evidentiary requirements to meet the NDIA Act and operating guidelines
- Learning a new language. Gone is *'client'* now it's *'participant'*, gone is *'respite'* now it's *'short term accommodation assistance'*, gone is *'day service'* now it's *'social and community participation'*, gone is *'residential services'* now it's *'supported independent living'*, gone is a *'person centred plan'* now it's *'reasonable and necessary supports'*, gone is *'funding'* now it's *'price item'*.

## What we know so far

The NDIS is a wonderful scheme that will provide the people we support and their parents/carers access to an improved planning process, a fairer allocation of support funding based on the persons' needs and better outcomes in their lives.


For service providers it is a far more administratively burdensome system with Alkira needing to invest significant unfunded resources to meet the requirements of preparing and operating services within the NDIS framework.

## Why we are here

We are thrilled to be part of two peoples dream to live more independently. David and Brent started a journey four years ago

when they came to Alkira's Perkins House Respite Service as guests. After meeting for the first time at Perkins House, David and Brent quickly became close friends and it wasn't long before their stays at Perkins House became a regular monthly occurrence. It was thrilling to see their friendship develop and become more independent, confident and skilled. David, Brent and their parents decided to explore accommodation options that would meet their needs with a hope that one day David and Brent would be able to share a house together with the support they need. Many conversations occurred, forms were completed and the years flew by; everyone was waiting patiently until their names were put on the accommodation waiting list with the Department of Health and Human Services (DHHS). Recently, two people moved out of one of Alkira's homes and after a few meetings between David's parents, Alkira and DHHS, it was quickly established David was a good match with the four other people who live there. After spending time in the house with the other people, David decided this house was for him and has now moved in permanently.

Four weeks later, a second referral from DHHS came through for a potential person to be considered for the remaining place in the same house. As we read through the profile our excitement grew, as it was clear that this person was in fact, Brent. Soon after, Brent was offered that remaining place and will begin his transition to his new home shortly. For David and Brent - the dream has come true!

It makes us all proud to be part of the Alkira team who have for many years supported David, Brent and their families. Giving two people the opportunity to grow, to become their own person and be confident enough to move into their own home has been brilliant. It's why we are here! 

collaboration

# Staff 2016-17



Alannah Fehring / Albert Low / Alexandra Attwood *Dip. Children & young people's Workforce; BA Leisure Management* / Alison Jones *Dip. Health & Social Care* / Amanda Shave *Dip. Community Development* / Andrea Pope / Andrew Chuah / Arathi Rathakrishnan *B.A. Sc. (Disability Studies); Cert. IV Disability Work* / Ashleigh Pinch / Ayite Ayayi / Baljit Kaur *Cert. IV Comm. Services (Disability Work)* / Barbara Steen / Belinda Tucker *Dip. Management; Cert. IV Employment Services; Dip. Employment Services* / Brenda Flores *Cert. IV Disability Work* / Brendan O'Brien / Carolina Swanson / Catherine Bedford / Chad Nesbit / Chris Tsakiridis / Christine Bezett *Cert III Accounting* / Christopher Gurrie *Cert. IV Disability Work* / Chu Ang / Chunlan Yang *Cert III Aged Care Work; Cert. IV Disability Work* / Colin Hansen / Colin Hefron / Craig Mason / Damian Kelly *FCCA; BA Business (Accounting)* / Danielle Coulson *BA App. Sc. (Disability Studies)* / Dannielle Kiernan / David Clark *Cert IV Disability Work; Cert. IV Counselling & Conflict Resolution* / David Yates *Accounting, Ass. Dip. Bus. Studies; B. Applied Sc. (Disability Studies); Adv. Management Cert. -AIM* / Dean Degenhardt *Dip. Front Line Management; Cert IV Disability Work; Cert. Motor Mechanics* / Desma Jessup *Dip. Business; Dip. Management* / Diane Fitzmaurice *B.Ed. St.; Dip. Teaching. (NZ); T.T.C. (NZ)* / Donna Barpalias / Elaine McMurtrie *B.Ed.; A.C.R.A.C.S.* / Elizabeth Borin *Cert III Aged Care Work; Cert. III Non Emergency Patient Transport* / Elizabeth Murphy / Elizabeth Wilson *Cert IV Disability Work; Grad Dip. Loss & Grief Counselling; Dip. Missiology; Cert. Edu. Intergration Aide* / Evan Stewart *BA. Soc. Sciences* / Gabriela Pivet-Ayala / Gaylene Richardson *BA Ceramic Design* / Geoffrey Reese / George Bahita *Cert IV Disability Work* / Gerard Hutchinson-Read / Gowramma Gowdara / Greg Trump *Cert. IV Training & Assessment, Cert. III Pharmaceutical Manufacturing* / Helen Beaton *Cert. Sec. Teaching (Domestic Arts)* / Helen Mathews / Ian Belcher *BA. Grad. Dip. Recreation; Grad. Cert. App. Sc.; Cert. IV Disability Work* / Janet Aitken *Cert. Education Intergration Support* / Janine McHugh *B. Applied Sc. (Disability Studies)* / Jay Kodithuwakku *Dip. Accounting; Adv. Dip. Accounting; BA Commerce (Accounting)* / Jing Yang *Cert III Aged Care Work; Cert III Home & Community Work; Cert. IV Disability Work* / Joanne McAuliffe / Jonathan Troy / Joseph Pradeep / Joyanne Banks *Cert III Aged Care Work; Cert. IV Comm. Service, Leisure & Lifestyle; Dip. Comm. Services, Leisure & Lifestyle; Cert IV Training & Assessment* / Judith Andreola / Judith Cox / Julie Burbidge / Kara Folwell *Cert IV Disability Work* / Karen Gifford *Cert. IV Disability Work* / Karen Morton / Karen Osborne / Katugampola Gunatilake / Kay Balloch *Cert IV Disability Work* / Kevin Taylor / Kristin Nuske / Kym Blake / Kym Croft / Laura Ubavin *BA Social Work; Cert IV Training & Assessment* / Lee Callaghan *Dip. Front Line Management; A.C.R.A.C.S.* / Lisa Franklin / Lisa Sawatzky *B. App. Sc. (Consumer Science); Cert. Intellectual; Disability Services Officer; Ass. Dip. Social Studies (Resi. & Comm. Services); Dip. Business (Comm. Services & Health Mgt.); Cert. IV Assessment & Workplace Training* / Louise Kingston *B.Ed.; Dip. Teaching (Primary)* / Lucy Young *Cert. IV Comm. Service; Leisure & Lifestyle, Dip. Ceramics* / Lyndi Nuthall *Adv. Dip. Disability* / Lynne Charles / Margaret Pietsch *Cert III Aged Care Work; Cert III Home & Community Work; Bachelor of Arts Graphic Design; Cert. IV Disability Work* / Marion Healey / Mark Ratcliffe / Martin Noonan / Meaghan Adams / Meck Meck *Adv. Dip. Community Sector Management; Cert. IV Disability* / Meredith Forster / Monique Rogers / Munashe Gatsi / Nadira De Silva *Cert. IV Leisure and health; Cert. IV Disability* / Nathan Farrelly *Cert III Home & Community Work; Cert. III Disability Work* / Nicholas Marmo *Cert. III Baking; Cert. IV Training & Assessment* / Nicole Cleary / Nicole Commins / Nicole Harris *Dip. Teaching (Primary); Grad. Dip. Special Education* / Nilda Flores Mandajano *Cert IV Disability Work* / Nyarie Semu *Cert III Aged Care Work; B Commerce (Finance & Acc. Info. Systems); Cert. III in Bus. Administration (Medical)* / Oanh Vu / Pamela Howard *Cert III Aged Care Work; BA Ed.* / Patricia Larkin *Adv. Cert. Habilitate Education* / Patricia Theng / Paul Cannane / Peter Dalgleish *Cert. IV Disability Work* / Peter Laffin *Dip. Ed. (Primary); Post Grad. Dip. Ed. Studies (Learning Disabilities); Adv. Diploma of Comm. Services Mgt* / Peter Manton / Phillip Chung / Praneela Shukla *BA Business* / Prudence Murphy *Cert IV Disability Work* / Richard Kindl / Rob Philpott / Robert Hoglund / Rodney Mason / Rose Romano *Cert. IV Disability Work* / Russell Williams *Cert IV Disability Work; Cert. II Health Services Assistance* / Ruth Cheah / Sandra Watts / Sarah Barker *Cert. IV Comm. Service Work; Cert. III Health Support Services (Catering); Cert. IV Alcohol & Other Drugs Work; Cert. IV Mental Health* / Sarah Beaumont / Sarah Hanna / Sharon Handley / Shereen Hook *Cert. IV Assessment & Workplace Training; BA. Human Services* / Simon Nette *B.Ed. Harvard University; Executive education Program* / Sue Caro / Sun Hi Lee / Suzana Koss-Aiuto *Cert. IV Leisure & Health; Cert III Home & Community Work* / Tara Bethune *Adv. Dip. Disability Work* / Tara Waghorn *T.P.T.C.; T.S.P.T.C* / Tat Hong Chung *Cert IV Disability Work; Cert. IV Financial Services* / Theda Davidson / Thomas Aberdeen / Timothy McDonald *Cert. IV Disability Work* / Tracey Brewer / Vera Moreira *Dip. Community Welfare Work; Cert I Food Hygiene for Food Handlers; Adv. Diploma of Comm. Services Mgt; Cert. IV Disability Work* / Veronica Paouros *Cert. IV Training & Assessment; Honours Degree in Education; BA Ed.; Dip. Comm. Services (Case Mgt.)* / Vinod Paulose *Cert III Aged Care Work* / Wayne Thompson *Cert. IV Assessment & Workplace Training; Cert IV Disability Work; MBA (Technology Mgt); Ass. Dip. Engineering; Adv. Diploma of Comm. Services Mgt* / Wendy Skilbeck *Cert IV Leisure & Health; BA Applied Science (Speech Pathology); Grad. Dip. Counselling & Human Services; Cert IV Leisure & Health* / William Hamann / Zenaida Brun / Zoe Cooper



# Thank You!

*Community relations and  
fundraising Report  
by Helen Mathews*



## **The Alkira Foundation**

The Alkira Foundation was launched in 2011 with the purpose of providing a secure stream of income that is independent of funding through government agencies, or as will shortly be the case for Alkira, the NDIS via participants purchasing services. As one of Alkira's future financial strategies, the aim of the Foundation is to build a corpus large enough to provide a stream of income through interest earned and investments. This is a long-term financial plan and one which is progressing. During the 2016/2017 year the Foundation received just on \$102,000 in cash donations and bequests (as listed below) bringing funds held in cash to over \$1.3M. Pledges and promised bequests remain at \$4.5M.

The Annual Foundation Dinner was a great success with over 80 people in attendance. The dinner returned to the original venue of Fountains Restaurant at Box Hill Institute with whom Alkira is building working relationships across our services. The students at Fountains Restaurant should be commended for the polite professionalism exhibited in both service and catering. Anna Burke, former Federal Minister and Member for Chisholm and current Foundation Board Member, accepted an invitation to be guest speaker at the Dinner. Anna delighted the audience with her quick wit and tales from the 'Corridors of Canberra'. Her extensive and interesting career highlights made for great listening as Anna drew parallels between



her career choices of 'giving to community' and those of the audience who have given so generously to Alkira.

The purpose of the Foundation Dinner is to thank those who have given to the Foundation, particularly our Founding Members listed below. It is also an opportunity to encourage and engage with new members and donors to the Foundation to build on this very important strategic plan for Alkira's financial future.

We celebrate and thank the following Founding Foundation Members:

#### **Platinum Membership**

- The Miller Family
- Dorothy & Steven Ramus

#### **Gold Membership**

- Ron & Helen Walker
- Prue Dale & Elizabeth Wilson

#### **Silver Membership**

- Jim Montgomery
- Rebecca O'Brien
- Michael Thomson (dec.)

#### **Bronze Membership**

- Tara Scott

#### **General Membership**

- Angela Bouchier
- Gwenth Bouchier
- The Bryans Family
- Ray & Jill Cranwell
- Lydia Dennemoser (made in Lydia's memory)
- The Dowling Family
- Rob & Pat Feast
- The Frith Family
- Greer Guest-Marinis
- Nicole Hampton

- Tim Johanson
- Edmund Leydon
- Tim Mathews
- Brenda Paton
- Lesley Race (made in Lesley's memory)
- Robert Rendall & Doug Rendall
- Graeme Reynolds (dec.)
- Amy (dec.) Bruce & Helen Richards (dec.)
- David Roddick (made in David's memory)
- Michael & Chris Rudd
- The Sen Family
- Ruth (dec.) & Helen Shoebridge
- Bob & Ruth Slater
- Sid & Dorothy Squires (made in Sid & Dorothy's memory)
- Ruth Walker
- Neale Wilson (made in Neale's memory)
- James McLaren Young

#### **The Foundation Board is currently made up of the following Members:**

- Mr Peter Harrison (Chairperson)
- Mrs Lisa Sawatzky (Alkira Chief Executive Officer)
- Mr Warrick Mitchell (Alkira Director)
- Mr Ron Walker (Alkira Director)
- Mr David D'Silva (Alkira Family Member)
- Cr Sharon Ellis (Community Member)
- Ms Anna Burke (Community Member)
- Mr David Winter (Community Member)

### **Community Partnerships and Supporters**


Alkira's ability to provide the full range and quality of services for people with an intellectual disability and their families, is intrinsically linked to the support received from the broader community. Some support is of a financial nature, while some comes in the form of in-kind donations or hands-on volunteering support. All are equally important and we would like to say thank you!

*The Willandra Juniors Auxiliary* again supported Alkira financially through their Annual Card Day held in October. The Auxiliary has worked tirelessly for Alkira for almost 50 years (when the Willandra Seniors Auxiliary handed the 'baton' to their next generation) raising many thousands of dollars. Most notable was their contribution when Alkira undertook the redevelopment of the hostel in Churchill Street, hence the naming of one of the new units 'Willandra'. With members now well over retirement age, Alkira is very grateful that this group of ladies

remain so connected to Alkira and continue their giving both as a group and for many of them, individually as well. Thank you!

*Community Support* – Alkira's relationships with the Rotary Clubs of Mont Albert & Surrey Hills, Box Hill and Box Hill Central remained strong and active throughout the year with both financial support and hands-on support from Rotary Members.

Thank you also to The Whitehorse Community Chest, Melbourne Playing Card Collectors and Special Olympics Victoria for their ongoing support.

*Mr Armando John Poli* has been an individual supporter of Alkira for more than 15 years when introduced to our work by his colleague and friend, Gordon Jacobs (Alkira family member and current Alkira Director). When paying a visit to Alkira all those years ago, something resonated with Mr Poli and he remained a staunch supporter of our work, even after his death earlier this year. In addition to financial donations in excess of \$200,000 over those years, Mr Poli's family kindly recognised his desire to leave a sizeable contribution to the Alkira organisation, and in June this year, handed Alkira a cheque for \$500,000. As an organisation, we wish to express our sincere gratitude to Mr Poli and his family for their unwavering support. Thank you! 



# acknowledgements

## Charitable trusts

Each and every year Alkira receives an extraordinary number of financial donations which are vital in supporting our work. 2016/2017 year was certainly no exception and we say thank you to the following Charitable Trusts, Service Clubs and Individuals for their support.

Armando John Poli Charitable Trust	\$500,000.00
Danks Trust	\$50,000.00
Collier Charitable Fund	\$17,800.00
Norman, Mavis & Graeme Waters Perpetual Charitable Trust	\$10,000.00
Aged Persons Welfare Foundation	\$7,990.00
William Angliss Charitable Fund	\$3,000.00
Count Charitable Foundation	\$2,500.00

## Service Clubs & Community Groups

Whitehorse Community Chest	\$2,500.00
Rotary Club of Mont Albert & Surrey Hills	\$1,000.00
Special Olympics Australia (Melbourne Inner East)	\$250.00
Friendly Circle Group	\$100.00

## Alkira Foundation

Estate of Florence Thomson in the name of Michael Thomson	\$53,453.53
Dennemoser Family in the name of Ms Lydia Dennemoser	\$20,000.00
Mrs Barbara Brooks in the name of Mr Neale Wilson	\$10,000.00
Ms Greer Guest-Marinis	\$10,000.00
Mr Gary Stewart & Ms Sue Dodds	\$2,500.00
Ms Nicole Hampton	\$2,500.00
Bryans Family	\$1,150.00
Ms Betsy Dingle	\$500.00
Ms Pamela Jacobs	\$500.00
Sen Family	\$500.00
Mrs Maria Cincotta	\$180.00





### *Anonymous donations*

In this Annual Report there is a considerable list of people, community groups, charitable trusts and businesses who have so kindly given to Alkira, and we are delighted to recognise each of them as part of this report. Not listed, but equally important, are those donors who wish to remain anonymous. This group of people also makes up a considerable list and we wish to publicly acknowledge and thank them for their contribution. Thank you!

### *General donations over \$1,000*

Alkira's Opportunity Shop	\$46,401.60
Mr J Montgomery	\$10,000.00
Estate of Mrs Edna Davis	\$5,000.00
Willandra Juniors Auxiliary	\$3,500.00
Brooker Consulting	\$2,400.00
Mathews Timber Pty Ltd	\$2,000.00
McPhail & Partners Pty Ltd	\$1,500.00
Melbourne Playing Card Collectors	\$1,250.00
Ms I Gibson	\$1,000.00

### *General donations under \$1,000*

C Blacker / Mr K Burton / Mrs N Cain / Ms L Charlesworth / Mrs M Craig / Mr G & Mrs N Cross / Mr A & Mrs C DeGroot / Miss F Dickson / Miss B Dingle / Mrs E Edwards / Events Committee / Mrs M Fortino / A & M Fox / Ms M Gilbo / Mrs H Heriot / Miss J Jennings / Mrs J Jones / Mrs M Lee / Marjorie Milner College / Mr W Mitchell / D Moors & Family / Mrs T Nichols / Mrs G O'Toole / Mr A Parkinson / Mrs B Paton / N Perez-Blacker / Ms W Quantrell / Mrs C Reese / Mrs J Richard / H Roberts & Family / Mr W Robinson / Mr E & Mrs R Sen / Miss D Shea / Ms M Swain / Mr B Swan / Mr & Mrs Tassone / Mrs DL Thomson / Mr R & Mrs H Walker / Mrs H Wood / C Woods & Family

### *Donations were received keeping alive the memory of*

Mr Giuseppe Fortino / Mr Darryl Hawksworth / Mr Noel Jones / Mr Barry Jones / Mr Graham Reese / Mrs Margaret Robinson (Life Governor)

### *Donations received in memory of*

Mrs Ruth Shoebridge

### *Businesses and Community Groups*

Alkira Parents & Friends Social Group / Aughtersons Solicitors / Bariano Wholesale Pty Ltd / Box Hill Community Arts Centre / Bread Street Bakery / Bendigo Community Bank Branches / (Canterbury, Ashburton, Surrey Hills and Balwyn) / Bounce, Blackburn North / Box Hill RSL / City of Whitehorse / Concept Amenities / Convent Bakery / French's Laundry / Hamilton Morello / Mason Lane Café / Mackinnon, Jacobs, Houghton & Irving / Melbourne Olympic Parks Trust / Mont Albert Florist / Petsway Australia / RB Golf Sales / Red Cup Café / Ross MacKay Creative / Rotary Club of Box Hill / Rotary Club of Box Hill Central / Rotary Club of Mont Albert & Surrey Hills / Salvation Army Café, Box Hill / The Avenue Neighbourhood House / Vesparum / Whitehorse Business Group / Whitehorse Community Chest / Whitehorse Community Health Services / Willandra Auxiliaries / Zesta Kitchens

*thank you*

# Helping the big change to happen!



**Volunteers List / July 1st 2016 – June 30th 2017** / Meaghan Adams / Alexandra Adlawan / Lindsay Arnold / Neiliya Arnolda / Twisha Asha / Kyla Banks / Talesha Barker / Dianne Bassett / Susie Bellairs / Lionel Bennett / Gwen Bouchier / Francis Brannagan / Debbie Brownlie / Samantha Brownlie / Marianne Bray / Melanie Burton / Jessie Carthew / Meredith Bubner / Mae Chew / Linda Collins / Kate Conroy-Welby / Graeme Cross / Nancy Cross / Elizabeth Curran / Roma Dale / Theda Davidson / Gail Dick / Ellie Delafield / Saajeda Elsayed / Sue Dodds / Graeme Fallet / Agnes Fredricks / Ralph Foster / Martin Gotwald / Katie Goodwin / Ramsay Gunasakera / Sha Haker / Kim Halik / Ian Hampton / Colin Hansen / Ian Harding / Dianne Hardridge / Donald Hardridge / Peter Harrison / Kathryn Healy / Lauren Huynh / Gwendolyn Howlett / Catherine Hyland / Margaret Jackson / Gordon Jacobs / Erika Jalbuena / Robyn Jessup / Val Kendall / Annette Kiernan / Abbey Laffin / Doris Lee / Sun Hi (Helena) Lee / Julie Lim / Karen Ling / Albert Low / Urania Michaelides / Rafek Mikail / Christopher Miller / Warrick Mitchell / Ryan Morton / Adrienne Murray / Jill Myers / Nathan Nielson / Lexie Napoleone / Mylinh Nguyen / Tony O'Brien / Kerrie Pennington / Muriel Pickering / Jim Proven / Chris Prandi / Dorothy Ramus / Alfiza Rahman / Chris Ryan / Satish Sharma / Saeed Shamaee / Carolyn Shelley / Helena Siu / Marg Slessar / Haleh Sohrabi / Ken Sprake / Mary Lou Stamp / Sarah Sweetman / Evan Stewart / Damien Sutherland / Gabrielle Symons / Robyn Sword / Lynette Thomas / Susan Toohey / Belinda Tu / Janet Tung / Anika Walker / Ron Walker / Christine Weller / David Willett / Michelle Yang / Yijun (Jane) Zhao



# *enrichment inclusive*

With the imminent arrival of the National Disability Insurance Scheme (NDIS), Volunteers and the skills, talent, knowledge and benefit they bring to Alkira at every level are revealing themselves in touching and inspiring ways.

Alkira's Board of Directors contains many people who are generously and freely contributing enormous amounts of time and expertise as the organisation navigates the challenges of transition.

Then there's the dedicated all-abilities community who operate our award-winning Op Shop. The front-of-house team has achieved an all-time milestone, reaching the highest profit in the shop's history. Interacting with the wide variety of customers, attractively merchandising the shop's huge array of items, and mastering the many aspects of delivering high quality customer service are just a few of the workplace skillsets all members of this team gain.

As for the back-of-house, a major highlight has been a special project partnership between Alkira's Networks Program and Box Hill Institute (BHI). 'Back-of-house' refers to the less obvious aspect of the Shop which involves sorting the generous quantity of donation bags and boxes we receive. Hundreds of these are received every month (yes, you read that correctly ... hundreds!)


and the contents of every bag and box must be assessed for saleability. To help establish a consistent set of standards for the many categories of goods we receive, a group of students in Alkira's Networks Program joined with a class of BHI Cert IV Business Studies students to analyse the way sorting and selecting occurs. After creating a process map the group then designed, tested and documented identified improvements to be made.

Another highlight this year was two of Alkira's Volunteers, Janet Tung and Chris Prandi, being recognised at the inaugural Chisolm Volunteer Awards for their contributions to Alkira over many years. Local Federal Member Julia Banks and the Honourable Julie Bishop made the presentations to Janet and Chris at the recent Awards Ceremony. Janet emigrated to Melbourne from Hong Kong with her husband when her grandchildren were born. Janet assists in Alkira's Recreation Service which operates after-hours activities and includes attending festivals, visiting significant places of interest, and major sporting and theatre events; while Chris has been Alkira's Op-Shop Manager for almost a decade.

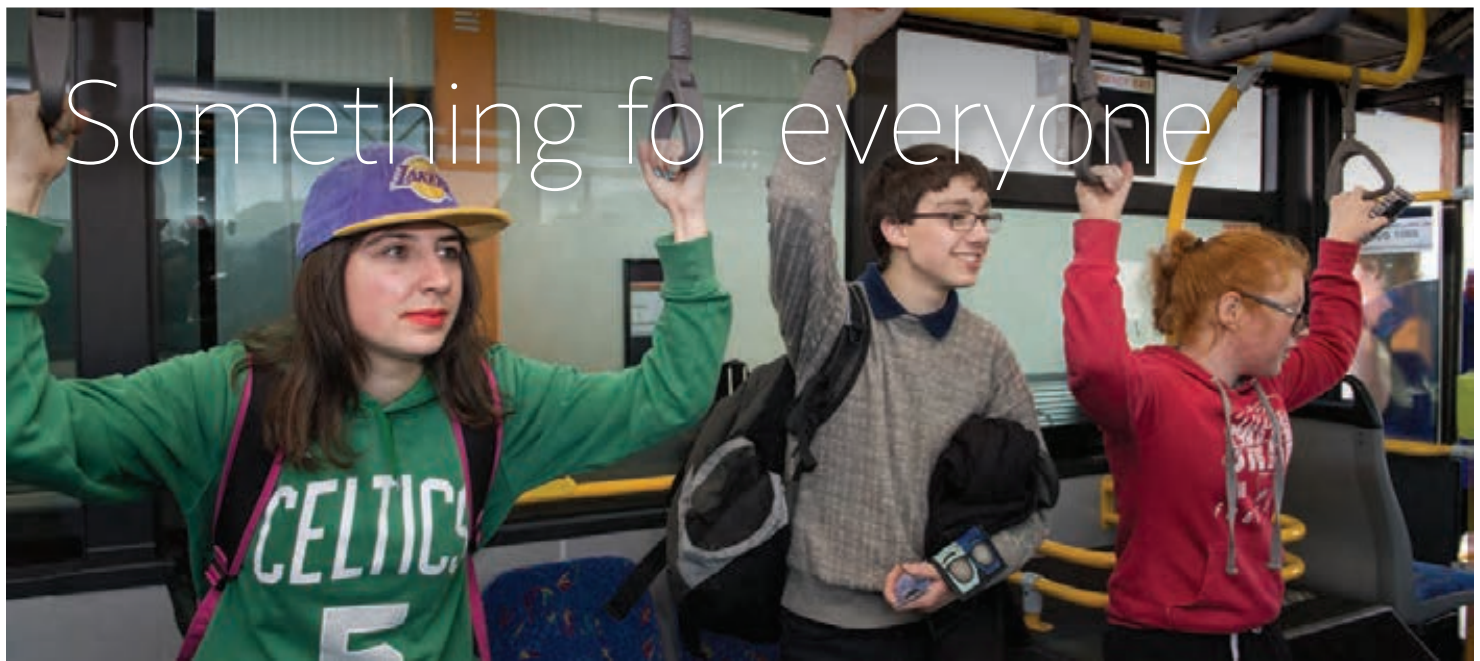
There are so many ways in which Volunteers have been assisting the people who use our services to achieve their personal objectives. And as the

NDIS arrives, bringing with it unprecedented opportunities for fresh horizons to be explored, Volunteers will be more essential than ever in ensuring NDIS participants reach the goals in their NDIS plans. Here are just a few examples of how Alkira Volunteers are enhancing the quality and standard of people's journeys:

- Sha Harker, an active and exhibiting artist meets weekly with David who is also an active an exhibiting artist, to assist him to navigate the technicalities of his digital media work;
- Ryan Morton, a qualified personal trainer, meets weekly to oversee Sebastian's gym regime;
- Meredith Bubner and Mylinh Nguyen, both highly experienced seamstresses, assisting in the Wearable Arts Program – Meredith used to work in the costume department of Crawford Productions and Mylinh is a former commercial seamstress for Country Road.
- Jim Provan, a flautist and Victorian College of The Arts graduate with a Bachelor of Performance, assists in the Creative Expressions program every Wednesday afternoon.

If you, or someone you know, might be interested in becoming an Alkira Volunteer, please contact Simon Nette, our Volunteers Co-ordinator, on 9890 1365 or send an email to [s.nette@alkira.org.au](mailto:s.nette@alkira.org.au) 





# Something for everyone

*Recreation Report*  
by Vera Moreira  
Recreation Manager

Alkira's Recreation Program has had a successful year with over 120 people accessing a range of week-end and evening leisure and recreational activities as well as holidays during the Training & Support Services (T&SS) closures. A calendar of events is issued every two months offering new adventures and activities relevant to the time of year and what else is happening in and around Melbourne. During the twelve months just passed, over 80 activities were offered, with the aim being that there is 'something for everyone'. As well as restaurants, movies, dances and an array of physical activities, some of the things people could choose from this past year were:

- Cherry Picking
- 'Wicked' The Untold Story of the Witches of Oz
- Dandenong Show
- Metropolitan Fire Brigade Visit & Tour
- Tesselaar Tulip Farm Festival
- Circus Oz
- Whitehorse Spring Festival
- Melbourne Zoo
- Blue Lotus Water Garden
- NBL Basketball Match (Melbourne United vs Perth Wildcats)
- Australian Railway Historical Museum

- 'Land of Imagination' Sand Sculpting Exhibition
- 'Don Quixote' Melbourne City Ballet
- Healesville Sanctuary
- Super Netball League Match (Melbourne Vixens vs Adelaide Thunderbirds)
- AFL Football Match (Western Bulldogs vs St Kilda)
- The Colonial Tramcar Restaurant

Alkira's Recreation Holidays are always sought after being very popular amongst participants and families. The first holiday destination for the year was a trip to Tootgarook on the Mornington Peninsula during the August 2016 holiday. The accommodation was, as always, wonderful and has undergone a recent renovation, adding a special touch to the comfort and the beauty. The group visited places like the Enchanted Adventure Garden, Heronswood Garden for afternoon tea, took the ferry to Queenscliff, went Ten Pin Bowling and played Mini Golf at Top Fun in Rosebud.

Following on from the positive experience at the YMCA Camp in Mount Eliza during June 2016, we decided to try another site of the YMCA Camp; this time in Anglesea. During the January 2017 T&SS holiday break, the Recreation Program headed down the famous Great Ocean Road. The Anglesea

YMCA Camp offered modern and comfortable accommodation with excellent indoor and outdoor facilities designed to make the stay as comfortable and enjoyable as possible.

Facilities on offer included:

- Basketball Court
- Campfire
- Volleyball Court/Beach Volleyball
- Grassed Sporting Areas
- Table Tennis Table
- Giant Chessboard and Ga-ga pit (an Israeli game similar to dodge ball)

The group enjoyed their week-long holiday taking in visits to Lorne, Aireys Inlet Light House, the beach and swimming at Point Roadknight and also participated in kitchen garden, pizza making and archery activities with a YMCA Instructor.

Both holidays provided plenty of fun but also a time to simply relax, enjoy each other's company and share some wonderful dining experiences.

Thank you to all Alkira's Recreation Officers, Staff Members and Volunteers who work together to ensure the Recreation experience is an enjoyable one for everyone. ▲

## Treasurers Report 2016-17 / Graeme Fallet – Treasurer

It is my pleasure to present Alkira's Treasurer's Report and provide the Financial Statements for the year ended 30th June 2017. It is particularly satisfying to see the hard work and support from everyone involved in the wider Alkira community lead to a healthy surplus position by year-end. Alkira is in a strong financial position to manage the transition to the NDIS in the coming months.

The 2017 financial year reported a surplus of \$590,035 following a considerable lift in donations and bequests throughout the year. This support has allowed us to manage the additional one off operating expenses and capital investment required for us to prepare for operating within the NDIS environment.

The Balance Sheet continues to be in a favourable position with net assets of \$8,203,448 of which \$5,014,819 is in cash, having increased cash by \$751,251 on the prior year. This is largely due to a significant bequest of \$500,000 received, offset by some large payouts of entitlements to retiring long serving staff.

The 2017 operating performance can be attributed to the following:

- Government grants being increased largely in line with salary increases,

and increased funding as a result of a higher number of people choosing to be involved and supported in our Day Services;

- A significant increase in bequest income and a modest increase in donation income;
- Investment income down due to lower interest rates;
- Disciplined cost control throughout the year; and
- Additional depreciation following the write-down of redundant assets.

The positive result was achieved through the dedication and commitment of Alkira's staff, and as an organisation we are in a very strong position to meet the challenges that the NDIS will bring.

During the year we embarked on a project to review Alkira's entire cost structure in order to position ourselves to be ready for the NDIS rollout. It was also determined that the existing financial accounting software would not adequately support us in the NDIS world, so approval was granted for the purchase and implementation of a new financial system in preparation for the NDIS in the 2017/18 year. These two projects have come at a considerable cash cost to the organisation, however, it is the belief of the Board that without

this level of investment in people and systems, Alkira would be doing its future a disservice and leaving us unable to respond to the changing environment that NDIS will bring.

Late in the financial year Alkira received a substantial bequest of \$500,000 from a long-time member of the Alkira community. This generosity does not go unrecognised by the Board as it allows us to continue to invest in the systems, infrastructure and people we require to see us through our short to mid-term timeframe. In accordance with Accounting Standards this bequest is recognised as income in the year it is received, and the corresponding expenditure will be incurred over the coming years resulting in some misalignment in operating surpluses.

I would like to thank all members of our community who have supported Alkira through bequests and donations to the Alkira Foundation, the Capital Appeal or with General Donations.

I would also like to thank Alkira's dedicated team of Management, Staff and Volunteers for their work in assisting to achieve our 2017 financial position. ▲

## *income*

**Government grants**  
\$8,051,564 / 84.77%

**Donations & bequests**  
\$740,950 / 7.80%

**Fees & Charges**  
\$475,094 / 5.00%

**Investments**  
\$122,154 / 1.29%

**Program revenue**  
\$99,011 / 1.04%

**Other**  
\$9,329 / 0.10%

## *expenditure*

**Employee costs**  
\$7,192,173 / 80.74%

**Admin & other operating**  
\$783,897 / 8.80%

**Depreciation**  
\$385,172 / 4.32%

**Insurance & Workcover**  
\$164,705 / 1.85%

**Facility costs**  
\$144,982 / 1.63%

**Provisions & cleaning**  
\$142,152 / 1.60%

**Transport**  
\$94,986 / 1.07%



## Auditors Report 2016-17 / Wayne C Durdin, E.F. McPhail and Partners

### Opinion

We have audited the financial report of Alkira Centre - Box Hill Inc. (the association), which comprises the assets and liabilities statement as at 30 June 2017, the income and expenditure statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the certification by members of the committee on the annual statements giving a true and fair view of the financial position and performance of the association.

In our opinion, the accompanying financial report presents fairly, in all material respects the financial position of Alkira Centre - Box Hill Inc. as at 30 June 2017 and its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements, and the requirements of the Associations Incorporation Reform Act 2012.

### Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the association in accordance with ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110: Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist the association to meet the requirements of the Associations Incorporation Reform Act 2012. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

### Responsibilities of the Committee for the Financial Report

The committee is responsible for the preparation and fair presentation of the financial report in accordance with the financial reporting requirements of the Associations Incorporation Reform Act 2012 and for such internal control as the committee determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the committee is responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the committee either intends to liquidate the association or to cease operations, or have no realistic alternative but to do so.

The committee is responsible for overseeing the association's financial reporting process.

### Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not

detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the committee.
- Conclude on the appropriateness of the committee's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

### Name of Firm:

E. F. McPhail and Partners

Name of Partner: Wayne C. Durdin

Address: 38 Ellingworth Parade, Box Hill, Victoria, 3128

Dated this 1st day of September 2017.

### Statement of profit or loss and other comprehensive income for the year ended 30 June 2017

	Note	\$ 2017	\$ 2016
<b>Revenue</b>			
Training & Support Services		5,341,727	5,090,096
Residential Services		3,284,974	2,883,669
Donations & Bequests		740,950	219,417
Other Revenue		130,451	119,586
	2	9,498,102	8,312,768
<b>Expenditure</b>			
Salaries	3	7,192,173	6,639,039
Maintenance		133,956	180,340
Client Allowances		45,216	43,687
Provisions Food & Cleaning		142,152	122,800
Materials & Loose Tools		11,026	11,292
Electricity & Gas		48,209	50,793
Rates		24,447	16,320
Insurance & Workcover		164,705	115,910
Audit Fees		9,600	9,000
Printing & Stationery		28,188	36,254
Transport Fuel & Maintenance		94,986	88,409
Other Running Expenses		628,237	667,257
Depreciation	7	385,172	283,152
		8,908,067	8,264,253
<b>Total comprehensive income/(loss) attributable to members of the entity</b>	4	590,035	48,515

### Statement of financial position as at 30 June 2017

	Note	\$ 2017	\$ 2016
<b>Current assets</b>			
Cash & Cash Equivalents	5	5,014,819	4,263,568
Accounts Receivable & other debtors	6	140,098	243,565
<b>Total Current Assets</b>		5,154,917	4,507,133
<b>Non current assets</b>			
Property, Plant and Equipment	7	4,733,492	4,986,573
<b>Total Non Current Assets</b>		4,733,492	4,986,573
<b>Total assets</b>		9,888,409	9,493,706
<b>Current liabilities</b>			
Accounts Payable & other payables	8	568,053	707,021
Employee Provisions	9	715,478	807,096
<b>Total Current Liabilities</b>		1,283,531	1,514,117
<b>Non current liabilities</b>			
Employee Provisions	9	401,430	367,077
<b>Total Non Current Liabilities</b>		401,430	367,077
<b>Total liabilities</b>		1,684,961	1,881,194
<b>Net assets</b>		8,203,448	7,612,512
<b>Equity</b>			
The Alkira Building Fund	10	2,000,000	2,000,000
Alkira Foundation	10	1,393,127	1,254,516
Accumulated General Fund	10	4,810,321	4,357,996
<b>Total equity</b>		8,203,448	7,612,512

The accompanying notes form part of these financial statements.

### Statement of changes in equity for the year ended 30 June 2017

	\$ General Fund	\$ Alkira Building Fund	\$ Foundation	\$ Total
<b>Balance at 1 July 2015</b>	4,362,634	2,000,000	1,201,197	7,563,831
Adjustments during year	166	-	-	166
Net surplus for the year	(4,804)	-	53,319	48,515
<b>Balance at 30 June 2016</b>	4,357,996	2,000,000	1,254,516	7,612,512
<b>Balance at 1 July 2016</b>	4,357,996	2,000,000	1,254,516	7,612,512
Adjustments during year	901	-	-	901
Net surplus for the year	451,424	-	138,611	590,035
<b>Balance at 30 June 2017</b>	4,810,321	2,000,000	1,393,127	8,203,448

For a description of the Alkira Building Fund and Foundation, refer to Note 10.



Statement of cash flows for the year ended 30 June 2017			
	Note	\$ 2017	\$ 2016
<b>Cash flows from operating activities</b>			
Contributions (members) received		499,755	578,791
Grants (state) operating received		8,098,365	7,383,540
Donations received		740,950	219,417
Payments to suppliers and employees		(8,610,948)	(7,863,937)
Interest (unrestricted) received		152,370	134,350
<b>Net cash generated from operating activities</b>		<b>880,492</b>	<b>452,161</b>
<b>Cash flows from investing activities</b>			
Proceeds from sale of property, plant and equipment		20,000	5,455
Purchase of property, plant and equipment		(149,241)	(372,856)
<b>Net cash used in investing activities</b>		<b>(129,241)</b>	<b>(367,401)</b>
<b>Net increase in cash held</b>		<b>751,251</b>	<b>84,760</b>
Cash and cash equivalents at beginning of financial year		4,263,568	4,178,808
<b>Cash and cash equivalents at end of financial year</b>	5	<b>5,014,819</b>	<b>4,263,568</b>

The accompanying notes form part of these financial statements.

#### Note 1: Summary of significant accounting policies

##### Basis of Preparation

Alkira Centre - Box Hill Inc. applies Australian Accounting Standards – Reduced Disclosure Requirements as set out in AASB 1053: Application of Tiers of Australian Accounting Standards and AASB 2010-2: Amendments to Australian Accounting Standards arising from Reduced Disclosure Requirements.

The financial statements are general purpose financial statements that have been prepared in accordance with Australian Accounting Standards – Reduced Disclosure Requirements of the Australian Accounting Standards Board (AASB) and the Associations Incorporation Reform Act 2012. The association is a not-for-profit entity for financial reporting purposes under Australian Accounting Standards.

Australian Accounting Standards set out accounting policies that the AASB has concluded would result in financial statements containing relevant and reliable information about transactions, events and conditions. Material accounting policies adopted in the preparation of the financial statements are presented below and have been consistently applied unless stated otherwise.

The financial statements, except for the cash flow information, have been prepared on an accruals basis and are based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities. The amounts presented in the financial statements have been rounded to the nearest dollar.

##### Accounting Policies

###### a. Income Tax

No provision for income tax has been raised as the entity is exempt from income tax under Div 50 of the Income Tax Assessment Act 1997.

###### b. Property, Plant and Equipment

Each class of property, plant and equipment is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and any impairment losses.

##### Plant and equipment

Plant and equipment are measured on the cost basis and are therefore carried at cost less accumulated depreciation and any accumulated impairment losses. In the event the carrying amount of plant and equipment is greater than its estimated recoverable amount, the carrying amount is written down immediately to its estimated recoverable amount and impairment losses recognised either in profit or loss or as a revaluation decrease if the impairment losses relate to a revalued asset. A formal assessment of recoverable amount is made when impairment indicators are present (refer to Note 1(e) for details of impairment).

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the association and the cost of the item can be measured reliably. All other repairs and maintenance are recognised as expenses in profit or loss during the financial period in which they are incurred.

##### Depreciation

The depreciable amount of all fixed assets, including buildings and capitalised lease assets, is depreciated on either a straight-line or diminishing value basis over the asset's useful life commencing from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

The depreciation rates used for each class of depreciable assets are:

Class of Fixed Asset	Depreciation Rate
Buildings (for purchases post 1/7/2013)	2.5%
Buildings (for purchases pre 1/7/2013)	4%
Motor Vehicles	20%
Furniture & Fittings (for purchases post 1/7/2013)	33%
Furniture & Fittings (for purchases pre 1/7/2013)	10%
Computers	33%

The assets' residual values and useful lives are reviewed and adjusted, if appropriate, at the end of each reporting period.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are recognised in profit or loss in the period in which they occur.

##### c. Fair Value of Assets and Liabilities

The association measures some of its assets at fair value on a recurring basis

Fair value is the price the association would receive to sell an asset or would have to pay to transfer a liability in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use, or to sell it to another market participant that would use the asset in its highest and best use.

##### d. Financial instruments

###### Initial recognition and measurement

Financial assets and financial liabilities are recognised when the entity becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the association commits itself to either purchase or sell the asset (i.e. trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified "at fair value through profit or loss" in which case transaction costs are recognised immediately as expenses in profit or loss.

Classification and subsequent measurement  
Financial instruments are subsequently measured at fair value, amortised cost using the effective interest method, or cost.

Amortised cost is calculated as the amount at which the financial asset or financial liability is measured at initial recognition less principal repayments and any reduction for impairment, and adjusted for any cumulative amortisation of the difference between that initial amount and the maturity amount calculated using the effective interest method.

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that exactly discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying amount with a consequential recognition of an income or expense item in profit or loss.

###### (i) Financial assets at fair value through profit or loss

Financial assets are classified at "fair value through profit or loss" when they are held for trading for the purpose of short-term profit taking, derivatives not held for hedging purposes, or when they are designated as such to avoid an accounting mismatch or to enable performance evaluation where a group of financial assets is managed by key management personnel on a fair value basis in accordance with a documented risk

management or investment strategy. Such assets are subsequently measured at fair value with changes in carrying amount being included in profit or loss.

### (ii) Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss through the amortisation process and when the financial asset is derecognised.

### (iii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets that have fixed maturities and fixed or determinable payments, and it is the association's intention to hold these investments to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss through the amortisation process and when the financial asset is derecognised.

### (iv) Financial liabilities

Non-derivative financial liabilities are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss through the amortisation process and when the financial liability is derecognised.

## Impairment

At the end of each reporting period, the association assesses whether there is objective evidence that a financial asset has been impaired. A financial asset (or a group of financial assets) is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a "loss event") having occurred, which has an impact on the estimated future cash flows of the financial asset(s).

In the case of financial assets carried at amortised cost, loss events may include: indications that the debtors or a group of debtors are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other financial reorganisation; and changes in arrears or economic conditions that correlate with defaults.

## Derecognition

Financial assets are derecognised when the contractual right to receipt of cash flows expires or the asset is transferred to another party whereby the entity no longer has any significant continuing involvement in the risks and benefits associated with the asset. Financial liabilities are derecognised when the related obligations are discharged or cancelled, or have expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

### e. Impairment of Assets

At the end of each reporting period, the association assesses whether there is any indication that an asset may be impaired. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. in accordance with the revaluation model in AASB 116:Property, Plant and Equipment). Any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

### f. Employee Provisions

#### Short-term employee benefits

Provision is made for the association's obligation for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

#### Other long-term employee benefits

Provision is made for employees' annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures, and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements of obligations for other long-term employee benefits for changes in assumptions are recognised in profit or loss in the periods in which the changes occur.

The association's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the association does not have an unconditional right to defer settlement for at least 12 months after the reporting period, in which case the obligations are presented as current provisions.

#### g. Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at-call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts.

#### h. Accounts Receivable and Other Debtors

Accounts receivable and other debtors include amounts receivable from customers for goods or services sold in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Accounts receivable are initially recognised at fair value and subsequently measured at amortised cost using the effective interest method, less any provision for impairment. Refer to Note 1(d) for further discussion on the determination of impairment losses.

#### i. Revenue and Other Income

Grant revenue is recognised in profit or loss when the association obtains control of the grant, it is probable that the economic benefits gained from the grant will flow to the association and the amount of the grant can be measured reliably.

If conditions are attached to the grant which must be satisfied before it is eligible to receive the contribution, the recognition of the grant as revenue will be deferred until those conditions are satisfied.

Donations and bequests are recognised as revenue when received.

Interest revenue is recognised using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Revenue from the rendering of a service is recognised upon the delivery of the service to the customers.

All revenue is stated net of the amount of goods and services tax.

#### j. Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows included in receipts from customers or payments to suppliers.

#### k. Comparative Figures

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

#### l. Accounts Payable and Other Payables

Accounts payable and other payables represent the liabilities outstanding at the end of the reporting period for goods and services received by the association during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

#### m. Provisions

Provisions are recognised when the association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions recognised represent the best estimate of the amounts required to settle the obligation at the end of the reporting period.

#### n. Leases

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are recognised as expenses on a straight-line basis over the lease term.

## Key Judgments

### (i) Employee benefits

For the purpose of measurement, AASB 119: Employee Benefits (September 2011) defines obligations for short-term employee benefits as obligations expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related services. As the association expects that all of its employees would use all of their annual leave entitlements earned during a reporting period before 12 months after the end of the reporting period, the association believes that obligations for annual leave entitlements satisfy the definition of short-term employee benefits and, therefore, can be measured at the (undiscounted) amounts expected to be paid to employees when the obligations are settled.



Note 2: Revenue and other income			
		\$ 2017	\$ 2016
<b>Services</b>			
<b>Training &amp; Support Service</b>			
Government Grants		4,995,758	4,677,210
Production & Program Revenue		99,011	99,744
Training Support & Transport Fees		245,926	307,444
Miscellaneous Income		0	243
Profit on Sale of Assets		1,032	5,455
		<b>5,341,727</b>	<b>5,090,096</b>
<b>Residential Service</b>			
Government Grants		3,055,806	2,649,407
Accommodation Fees		229,168	234,161
Miscellaneous Income		0	101
Profit on Sale of Assets		0	0
		<b>3,284,974</b>	<b>2,883,669</b>
<b>Other Revenue</b>			
Investment Income		122,154	119,586
Donations & Bequests		740,950	219,417
Miscellaneous Income		8,297	0
		<b>871,401</b>	<b>339,003</b>
<b>Total Revenue</b>		<b>9,498,102</b>	<b>8,312,768</b>

Note 3: key management personnel compensation			
The totals of remuneration paid to key management personnel (KMP) of the association during the year are as follows:			
		\$ 2017	\$ 2016
Key management personnel compensation		506,647	390,979

For details of other transactions within KMP, refer to Note 12

Note 4: Expenses			
		\$ 2017	\$ 2016
Training Support Service		(42,470)	(129,199)
Residential		(220,159)	(143,585)
<b>Net Operating Surplus (Deficit)</b>		<b>(262,629)</b>	<b>(272,784)</b>
The following significant revenue and expense items are relevant in explaining the financial performance:			
Investment Income		122,154	119,586
Donations & Bequests		740,950	219,417
Profit / (Loss on Sale of Assets)		0	0
Non Operating Expenditure		10,440	17,704
<b>Non Operating Revenue / (Expenditure)</b>		<b>852,664</b>	<b>321,299</b>
<b>Total comprehensive income/(loss) attributable to members of the entity</b>		<b>590,035</b>	<b>48,515</b>

Note 5: Cash and cash equivalents			
	Note	\$ 2017	\$ 2016
Cash on Hand		4,250	4,250
Cash at Bank		1,021,265	610,189
Short-term investments – bank deposits		3,989,304	3,649,129
<b>Cash and Cash Equivalents</b>		<b>5,014,819</b>	<b>4,263,568</b>
The effective interest rate on short-term bank deposits was 2.85% (2016: 3.05%); these deposits have an average maturity of 335 days.			
<b>Reconciliation of cash</b>			
Cash at the end of the financial year as shown in the statement of cash flows is reconciled to items in the statement of financial position as follows:			
<b>Cash and Cash Equivalents</b>	<b>13</b>	<b>5,014,819</b>	<b>4,263,568</b>

Note 6: Accounts receivable and other debtors			
	Note	\$ 2017	\$ 2016
Current			
Debtors		75,827	72,456
Sundry Debtors		2,534	51,688
Prepayments		20,232	47,700
Interest receivable		41,505	71,721
<b>Total current accounts receivable and other debtors</b>		<b>140,098</b>	<b>243,565</b>
<b>Financial assets classified as loans and receivables</b>			
Accounts receivable and other debtors:		140,098	243,565
– total current	<b>13</b>	<b>140,098</b>	<b>243,565</b>

Note 7: Property, plant equipment			
		\$ 2017	\$ 2016
<b>Land &amp; Building:</b>			
At cost		7,535,639	7,526,321
Accumulated depreciation		(3,297,389)	(3,114,991)
		<b>4,238,250</b>	<b>4,411,330</b>
<b>Motor Vehicles:</b>			
At cost		1,127,409	1,052,977
Accumulated depreciation		(954,782)	(890,728)
		<b>172,627</b>	<b>162,249</b>
<b>Furniture, Equipment:</b>			
At cost		916,735	906,054
Accumulated depreciation		(781,705)	(743,277)
		<b>135,030</b>	<b>162,777</b>
<b>Computers:</b>			
At cost		452,108	421,025
Accumulated depreciation		(288,251)	(170,808)
		<b>163,857</b>	<b>250,217</b>
Capital – W.I.P.		23,728	0
		<b>23,728</b>	<b>0</b>
<b>Total property, plant and equipment</b>		<b>4,733,492</b>	<b>4,986,573</b>

## Note 7: Property, plant equipment (continued)

## Movements in carrying amounts

Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year:

		\$ Computers	\$ Land & Building	\$ Motor Vehicles	\$ Furniture, Equipment	\$ Capital - W.I.P.	\$ Total
Balance at 1 July 2016		250,217	4,411,330	162,249	162,777	0	4,986,573
Additions		31,083	9,318	74,431	10,681	23,728	149,241
Disposals		0	0	(17,150)	0	0	(17,150)
Transfers			0	0		0	0
Depreciation expense		(117,443)	(182,398)	(46,903)	(38,428)	0	(385,172)
Carrying amount at 30 June 2017		163,857	4,238,250	172,627	135,030	23,728	4,733,492

## Note 8: Accounts payable and other payables

		\$ 2017	\$ 2016
<b>Current</b>			
<b>Unsecured liabilities:</b>			
Trade Creditors		39,250	18,975
Sundry Creditors		422,982	551,730
Client Overpayments		0	77,295
Income in advance		105,821	59,021
<b>Financial liabilities as accounts payable and other payables</b>		<b>568,053</b>	<b>707,021</b>
Financial liabilities at amortised cost classified as accounts payable and other payables.			
Accounts payable and other payables:			
– total current		568,053	707,021
Less grants (state) operating received in advance		105,821	59,021
<b>Financial liabilities as accounts payable and other payables</b>	<b>13</b>	<b>462,232</b>	<b>648,000</b>

## Collateral pledged

No collateral has been pledged for any of the accounts payable and other payable balances.

The average credit period on accounts payable and other payables is 1 months. No interest is payable on outstanding payables during this period. For payables outstanding longer than 1 months, 0% per annum is payable on the outstanding balance.

## Note 9: Employee provisions

		\$ 2017	\$ 2016
<b>Current</b>			
Provision for Long Service Leave		225,881	305,530
Provision for annual leave entitlements		489,597	501,566
<b>Total Current Employee Provisions</b>		<b>715,478</b>	<b>807,096</b>
Based on past experience, the association expects the full amount of annual leave balance to be settled within the next 12 months. Further, these amounts must be classified as current liabilities since the association does not have an unconditional right to defer the settlement of these amounts in the event employees wish to use their leave entitlements.			
<b>Non Current</b>			
Provision for Long Service Leave		401,430	367,077
<b>Total Non Current Employee Provisions</b>		<b>401,430</b>	<b>367,077</b>
<b>Analysis of Employee Provisions – Annual Leave Entitlements</b>			
Opening balance at 1 July 2016		501,566	387,219
Additional provisions		550,136	573,757
Amounts used		(562,106)	(459,410)
<b>Balance at 30 June 2017</b>		<b>489,597</b>	<b>501,566</b>



## Note 10: Reserves

## Alkira General Fund, Alkira Building Fund and Foundation

The Alkira building fund was established to provide for future capital expenditure of the Association. Alkira Foundation was established in June 2011 to provide for future income generation. All appropriations to both Funds and any expenditure from both Funds are made on the basis of decisions by the Board of Management. The total of the Funds is represented by the following specific current assets shown in the accounts.

Alkira General Fund		\$ 2017	\$ 2016		
Current year Surplus / (Deficit)		590,035	48,515		
Prior Year Adjustments		0	0		
Current Year Adjustments		901	166		
Accumulated Funds Brought Forward		4,357,996	4,362,634		
Transfer to Alkira Foundation		(138,611)	(53,519)		
<b>Accumulated Funds Carried Forward</b>		<b>4,810,321</b>	<b>4,357,996</b>		

Alkira Building Fund and Foundation		Alkira Building Fund		Alkira Foundation	
		\$ 2017	\$ 2016	\$ 2017	\$ 2016
Cash at Bank		2,000,000	2,000,000	1,254,516	1,201,197
The net transfers comprised the following:					
Opening Balance		2,000,000	2,000,000	1,254,516	1,201,197
Transfer in		-	-	101,284	16,653
Investment Income		57,079	60,966	37,327	36,666
Transfer out		-	-	-	-
Transfer to General Funds		(57,079)	(60,966)	-	-
<b>Net</b>		<b>2,000,000</b>	<b>2,000,000</b>	<b>1,393,127</b>	<b>1,254,516</b>

## Note 11: Events after the reporting period

The committee is not aware of any significant events since the end of the reporting period.

## Note 12: Related party transactions

During the year ended 30 June 2017, Alkira Centre - Box Hill Inc. had no related party transactions with the exception of post employment retirement benefits in the form of Long Service Leave and accrued Annual Leave being paid out to the retiring CEO.

## Note 13: Financial risk management

The association's financial instruments consist mainly of deposits with banks, local money market instruments, short-term investments, accounts receivable and payable. The carrying amounts for each category of financial instruments, measured in accordance with AASB 139 as detailed in the accounting policies to these financial statements, are as follows:

	Note	\$ 2017	\$ 2016
<b>Financial assets</b>			
Cash and cash equivalents	5	5,014,819	4,263,568
Accounts receivable and other debtors	6	140,098	243,565
<b>Total financial assets</b>		<b>5,154,917</b>	<b>4,507,133</b>
<b>Financial liabilities</b>			
- accounts payable and other payables	8	462,232	648,000
<b>Total financial liabilities</b>		<b>462,232</b>	<b>648,000</b>

## Note 14: Capital and leasing commitments

## Operating Lease Commitments

Non-cancellable operating leases contracted for but not recognised in the financial statements

	\$ 2017
Payable - minimum lease payments	
- not later than 12 months	44,304
- between 12 months and five years	84,916
	-
	<b>129,220</b>

The property lease commitment is a non-cancellable operating lease with a 3-year term, with rent payable monthly in advance. Contingent rent provisions within the lease agreement require that the minimum lease payments shall be increased by the consumer price index annually. No option exists to renew the lease at the end of the 3-year term.

## Note 15: Other information

NDIS - Alkira have assessed the impact to the changes of NDIS funding and it is not considered to have any significant impact on the financials.

## Note 16: Association details

The registered office of the association is: Alkira Centre - Box Hill Inc., 3 Thurston Street, Box Hill Vic 3128. / The principal place of business is: Alkira Centre - Box Hill Inc., 3 Thurston Street, Box Hill Vic 3128. / Associations Incorporation Reform Act 2012 ss 94(2)(b), 97(2)(b) and 100(2)(b) / Annual statements Give True and Fair View of Financial Position of Incorporated Association.

We, Peter Harrison, President and Graeme Fallet, Treasurer being members of the Committee of Alkira Centre - Box Hill Inc., certify that:

The statements attached to this certificate give a true and fair view of the financial position of Alkira Centre - Box Hill Inc. during and at the end of the financial year of the association ending on 30 June 2017.

Signed:



Signed:





Top: R. Walker, G. Howlett, G. Jacobs, S. Dodd, W. Mitchell, G. Fallet  
Front: E. Delafield, C. Miller (Snr Vice President), P. Harrison (President), D. Bassett (Vice President)

# Board of Directors

The committees are made up of board directors, staff, client representatives and family members.

## *Executive Committee*

P. Harrison / C. Miller / D. Bassett / G. Fallet / R. Walker / L. Sawatzky

## *Planning and Property Committee*

R. Walker / W. Mitchell / M. Waymark / L. Sawatzky

## *Services and Outcomes Committee*

S. Dodds / D. Bassett / E. Delafield / G. Howlett / C. Miller / L. Sawatzky  
G. Dick (Community Member Representative)

## *Risk, Investment and Finance Committee*

P. Harrison / G. Fallet / M. Waymark / L. Sawatzky / D. Kelly

## *Community Relations Committee*

C. Miller / R. Walker / P. Harrison / W. Mitchell / L. Sawatzky

## *Past Presidents*

Cr Leslie R. McCredden, 1955  
Mr Alf Race M.B.E., 1956—1976  
Mr John Ingoldby, 1976—1979  
Mr Russell Craig, 1979—1985  
Mr Ken R. Pantlin, 1985—1992  
Mr Des G. Ridley, 1992—1997  
Mr Merv Reese, 1997—2002  
Mr Warwick Robinson, 2002—2007  
Mr Ron Walker, 2007—2012  
Ms June Charlesworth, 2012—2015  
Mr Peter Harrison, 2015—

## *The following have been appointed Life Governors since 1954*

Cr L.R. McCredden / Mr E.G. Cuthbert / Mr N.E. Rooks / Mrs N. Steele / Mr R.G. Goldsmith / Mr E. Hughes / Mr H.E. Gray / Mr G. Cree / Mr R.E. Cook / Mrs N. Boldiston / Mrs B.J. Perkins / Miss M. Bartlett / Mrs D.W. Gray / Mrs E. Churchley / Miss M. Roberts / Mrs M. Donald / Mr A. Race / Mrs L. Race / Mr W.G. Donald / Mrs M.J. Wilton / Mr H.G. Jones / Mr J.W. Rees / Mr R.L. Gilbert / Mr W.J.M. Bailey / Mrs B. Addison / Mrs L. Boyce / Mr E. Donaldson / Mr J.W. Boldiston / Mrs P. Howard / Mr W.J. Nicholls / Mrs M. Craig / Mrs N.D. Allum / Mr J. Ingoldby / Mr S. Squires / Mrs D. Squires / Mr A.E. Jones / Mrs J. Jones / Mr R. Bryans / Mrs J. Bryans / Mrs D. Ramus / Mr W. D'Elton / Mr R.L. Craig / Mrs D. Bailey / Mrs M. Scott / Mrs J. Richard / Mr K.R. Pantlin / Mrs O. Wiley / Mr P.S. Harrison / Mrs P. Slattery / Mr A. Collinson / Mrs H. D'Elton / Mr C. Jacobs / Mrs C. Reese / Mrs J. Jones / Mr D.G. Ridley / Mr M. Reese / Mrs M. Ridley / Mrs E. Pantlin / Mrs G. Butler / Mrs N. Cain / Mrs B. Dixon / Mrs E. Edmonds / Mrs B. Hattam / Mrs H. Lane / Mrs J. Simpson / Mrs P. Neale / Mr A. De Groot / Mrs C. De Groot / Mrs P. Saunders / Mrs B. Montgomery / Mr W. Robinson / Mr R. Walker / Mr J. Montgomery / Mrs L. Lee / Mrs M. Robinson / Ms K. Curtain / Ms J. Charlesworth / Mr C. Miller



# Awards



## 2016 Award Recipients

### *Outstanding Contribution to Alkira*

Chris Prandi / Ken Sprake / David Winter / Helen Lipman

### *Significant Personal Achievement*

Vince Pedersen / Elizabeth Wilson

### *Significant Contribution to Community*

Leigh Walters

### *5 Years of Service*

Tom Aberdeen / Sarah Barker / Caden Bettles / Christine Bezett  
Shu-Lin Chang / Nathan Farrelly / Liam Frawley / Patricia Larkin  
Anthony Mautone / David McGahey / Trung Nguyen / Amanda Shave  
Cecily Tang

### *10 Years of Service*

Helen Beaton / Gordon Jacobs / Baljit Kaur / Helen Mathews  
Ashwini Sen / Francis Stewart / Chunlan Yang

### *15 Years of Service*

Peter Dempsey / Meredith Forster / Matthew Jackson / Margaret Jackson  
Stephen Lee / Tim Mathews

### *20 Years of Service*

Dean Degenhardt / Louise Kingston / Maria Piatek

### *25 Years of Service*

Homaira Abbasszadeh / Daniela Clarke / Robert Donald  
Lynette McNamara / Kate Tucker

### *30 Years of Service*

Lee Callaghan

### *45 Years of Service*

Pam Jacobs / Chris Ridley

### *50 Years of Service*

Andrew Snell / Helen Shoebridge / Alistair Clark

### *55 Years of Service*

Junith Milbourne / Francis Petty

# Vales

Raymond Barker / John Dennemoser / Alison Vail / Stephen Proctor / Graeme Reynolds / Helen Richards

# achievement



**Thanks go to everyone who assisted with producing this report** / Ross MacKay Creative ([rossmackaycreative.com.au](http://rossmackaycreative.com.au)) for design and layout / Valiant Press ([valiantpress.com.au](http://valiantpress.com.au)) for printing / Photography by Penny Stephens ([bypennystephens.com](http://bypennystephens.com)) and Alkira staff.

**Alkira Centre – Box Hill Inc.** ABN: 47 368 869 748, Associates Incorporation Registration: A0024382B,  
3 Thurston Street (PO Box 200) Box Hill VIC 3128, Phone: 03 9890 1365 | Fax: 03 9897 3109



*alkira strives to  
meet the needs and  
wishes of people  
with intellectual  
disabilities through  
care and support  
to enrich and  
challenge them  
to be part of the  
world community*

*alkira.org.au*